



EDUCATIONAL ACCESS SERVICES

EAS Grievance Form

Educational Access Services encourages anyone who has a grievance regarding accommodations or a violation of ADA or Section 504 of the Rehabilitation Act to first speak with a professional staff member of EAS to resolve the concern. If an informal discussion does not satisfy you, complete the grievance process outlined below knowing that the time limits are suggestions but this matter will be completed as quickly as possible.

The following form should be completed to begin the formal grievance process with Educational Access Services. Email or deliver the completed form to eas@coloradomesa.edu or the EAS office in room 108 of Houston Hall. EAS will be in contact within two (2) business days after receiving the grievance form to set up an initial meeting to discuss the complaint.

During the EAS review of the formal complaint, EAS staff will allow the student an opportunity to submit relevant information, statements, or documentation. If the accommodation issue relates to a specific course, the student's faculty member may be asked to attend the meeting or provide a statement. EAS will provide the student with a Grievance Decision Form within five (5) business days after the decision meeting via the student's school email.

Not satisfied with the resolution, follow the steps below:

- I. If the student is not satisfied with the results of the meeting with EAS staff, the student can complete the Appeal Decision part of the Grievance Decision Form and submit it to the Vice President of Academic Affairs. This appeal should be submitted within ten (10) days of receiving the EAS Grievance Decision Form. Visit Academic Affairs in Lowell Heiny Hall, Room 204, or call 970-248-1881 for more information.
- II. Once the appeal has been submitted to the Vice President of Academic Affairs, they will evaluate the decision and the VP may choose to convene a meeting of the ADA Grievance Committee and review the student's grievance. The ADA Grievance Committee is an ad-hoc committee composed of at least two (2) faculty members and two (2) representatives from Academic Affairs. This review may involve meeting with the student, staff from EAS, faculty, or other staff members. In filing an appeal with the ADA Grievance Committee, the student thereby gives EAS permission to release relevant information from the student's EAS documentation and file to the committee members.
- III. The ADA Grievance Committee will make a final decision, with a recommendation to the Academic Affairs Office, regarding the ADA grievance within ten (10) working days of receiving the EAS Grievance Decision Form. This decision will be communicated to the student in writing, with a copy provided to Educational Access Services and other appropriate college faculty and staff by the Academic Affairs Office.
- IV. If the student is not satisfied with the results of ADA Grievance Committee's decision, the student may take the matter to the [Office of Civil Rights](#).



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Student name: _____ Date: _____

Student 700 # _____ Phone: _____

Email: _____@mavs.coloradomesa.edu

Accommodation(s) Concerns - You are encouraged to report as much information as you feel comfortable giving regarding any violations that have occurred. If more space is needed to communicate your concerns, please attach other documents as needed when submitting this form. This form is meant to address any of the following:

- student was denied accommodations
- believes the accommodation(s) provided are not reasonable
- the student believes for any other reason that they have been subjected to unlawful discrimination or violation of rights with respect to their accommodations under the ADA and Section 504 of the Rehabilitation Act

Student Signature: _____ Date: _____

Email or deliver the completed form to eas@coloradomesa.edu or the EAS office in room 108 of Houston Hall. For questions, please call 970-248-1856.